

Weekly Report for Week Ending 5 March 1958
from
RECORDS DISPOSITION BRANCH

1. Contributions

Assisted General Counsel Branch Office in retiring 3 cu. ft. of inactive records to the Records Center. Additional records will be transferred in the near future.

2. Assignments

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25X1A9a Map Library Division, ORR [REDACTED]

Specific requirements for open file shelving are being worked out with Mr. [REDACTED] ARO. A formal recommendation and specification will then be prepared and submitted to the Office. Securing of the Area with expanded metal is expected to begin in the near future.

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b. CIA Library, OCR [REDACTED]

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A meeting has been scheduled with Mr. [REDACTED] Librarian, Mr. [REDACTED] Assistant Librarian, and Mr. [REDACTED] Area Records Officer, to discuss the space problem in the CIA Library. It is hoped that from this meeting an estimate on the book collection expansion can be obtained as well as some idea of the limitations placed upon use of other space.

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c. Installation of Subject-Numeric File in Office of Chief, Records and Services Division, OP [REDACTED] 75% complete.

Continued conversion of 1958 and 1957 records and screening of older records. Destroyed 1 cu. ft. of obsolete or duplicate records. Removed approximately 1½ cu. ft. of safe space by improving means of storage of Employee Record Cards (Form OF-4B) and other records.

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d. Assistance to ARO/OP in OP Internal Notice on Records Maintenance

[REDACTED] 25X1A9a

Met with Mr. [REDACTED] who reported D/Pers approval of draft OPM restating RM Program in OP and responsibilities of ARO/OP. Re-assurance of updated OP memoranda on Forms Management, VM Program, and Records Disposition and Maintenance is proposed after distribution of this OPM.

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e. Project 8-53 OTR ([REDACTED])

Schedules for the Registrar, Supplies and Services Section, Language and Area School and the Junior Officer Training Program have been prepared and submitted for approval and signatures.

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f. Project 8-55 - 00/ [REDACTED]

Mrs. [REDACTED] of the Control Section has inquired about the possibility of a test installation of shelving. Since this Office appears to be ideal for application for the shelf filing technique, a recommendation to this effect will be prepared for submission to the Executive Officer.

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g. Review of File System in Building Planning Staff [REDACTED]

Review of this file system continues. Arrangements are being made for the transfer to the record center of two drawers of inactive records.

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h. No change in the following assignments:

1. Project 6-40 OCR [REDACTED]
2. Project 6-95 Office of Personnel [REDACTED]

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3. Project 8-20 ORR [REDACTED]
4. Project 8-57 DD/S [REDACTED]

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25X1A9a 5. Comptroller Machine Records Division [REDACTED]

6. Improved Filing System for Biographic Profiles for Selection Staff, OP [REDACTED]

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7. Installation of Historical File in OSI [REDACTED]

3. Vital Materials

25X1A9a As a result of revisions made in certain tabulating machine procedures at the Repository, Mr. [REDACTED] has been able to discontinue the listing of 511,428 tab cards, thus saving 15,887 pages of Form 60, (Availability Register) annually. In addition to the tab machine time required to list these cards, a substantial amount of key punch time will be saved.

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25X1A9a Miss [REDACTED] ORR/Map Procurement, accompanied last weeks trip to the Repository to work on the Map collection.

Mr. [REDACTED] assembled five (5) MMM microfilm reader reproducer machines at the Repository. These machines are now ready for immediate use.

No microfilming was done this week. The microphotographers devoted most of their time to reviewing film and to the compiling of a revised list of active and inactive projects for Mr. [REDACTED] use.

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4. News

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- a. An invitation to visit a shelf file installation at Main Navy has been received from the Tab Products Company. At this particular installation the Tract-a-file type of shelving is being used and is a rather large application consisting of 268 units.
 - b. Mr. [REDACTED] is attending a seminar sponsored by the American Management Association in New York City.
 - c. Five members of the branch attended the monthly O&M Luncheon meeting at the All States Dining Room.

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